

Northern York County School District

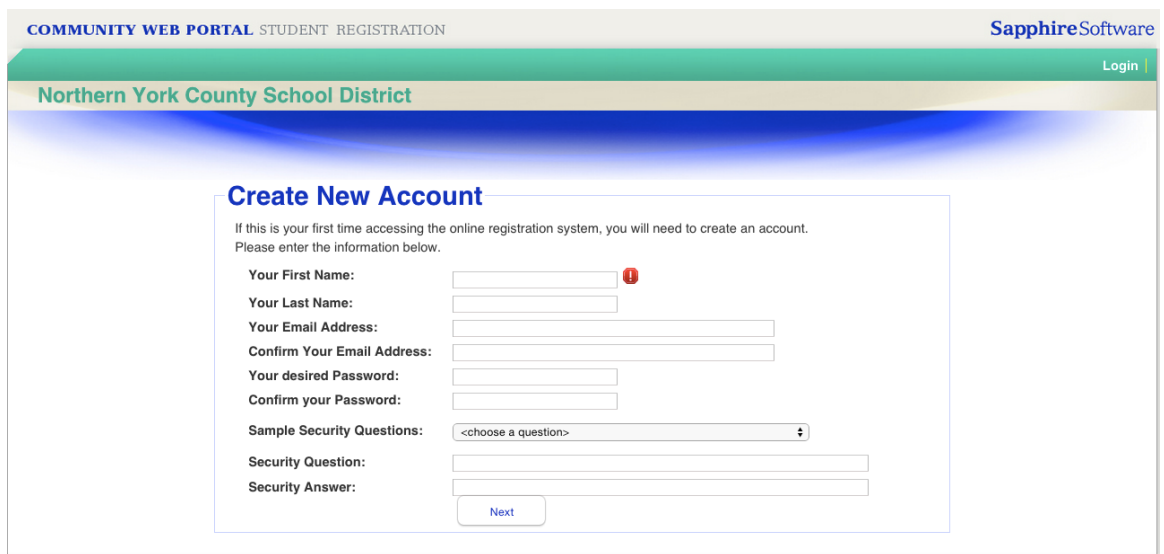
Online Registration Guide – Account Setup

1. Access the Registration Link:
<https://northernnyork-sapphire.k12system.com/CommunityWebPortal/Registration/login.cfm>



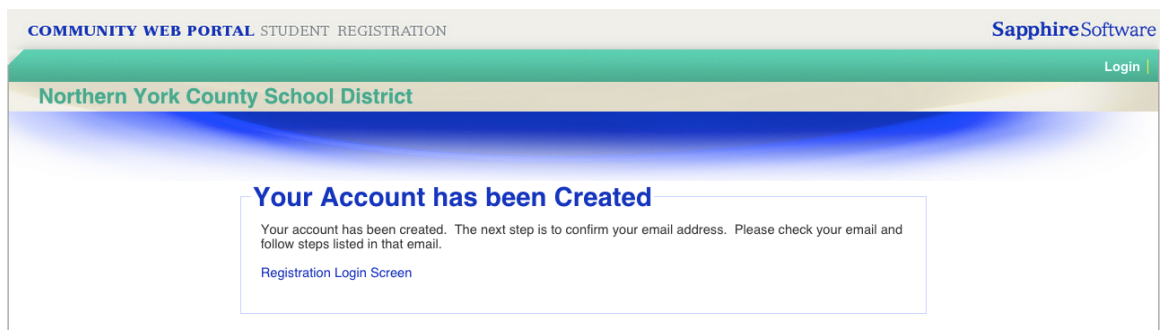
The screenshot shows the 'Registration Login' page of the Northern York County School District's Community Web Portal. The page features a header with 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below the header, the district name 'Northern York County School District' is displayed. The main heading is 'Registration Login' in a large, stylized font. To the left of the text is a collage of diverse students. On the right, there is a 'Registration Login' section with a sub-header 'If you already have an account, please enter your information here.' It includes input fields for 'Email:' and 'Password:', a 'Forgot' link, and a 'Login' button. Below these fields are two links: 'Create a new account' and 'Confirm my Email Address'. A blue arrow points upwards from the 'Create a new account' link.

2. Select "Create New Account"



The screenshot shows the 'Create New Account' page of the Northern York County School District's Community Web Portal. The page features a header with 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below the header, the district name 'Northern York County School District' is displayed. The main heading is 'Create New Account' in a large, stylized font. To the left of the text is a collage of diverse students. On the right, there is a 'Create New Account' section with a sub-header 'If this is your first time accessing the online registration system, you will need to create an account. Please enter the information below.' It includes input fields for 'Your First Name:', 'Your Last Name:', 'Your Email Address:', 'Confirm Your Email Address:', 'Your desired Password:', 'Confirm your Password:', 'Sample Security Questions:' (with a dropdown menu), 'Security Question:', and 'Security Answer:'. A 'Next' button is located at the bottom right of the form.

3. Complete the Create New Account Information – Requires an active email account
4. When done an email containing a registration account confirmation will be sent to the email account entered.



The screenshot shows the 'Your Account has been Created' page of the Northern York County School District's Community Web Portal. The page features a header with 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below the header, the district name 'Northern York County School District' is displayed. The main heading is 'Your Account has been Created' in a large, stylized font. To the left of the text is a collage of diverse students. On the right, there is a 'Your Account has been Created' section with a sub-header 'Your account has been created. The next step is to confirm your email address. Please check your email and follow steps listed in that email.' It includes a link to the 'Registration Login Screen'.

5. Access your email account to retrieve Confirmation Email

6. Follow directions in email to complete the Confirm Email process

Community Web Portal Student Registration Account Email Confirmation

Sapphire Notifications <notice@k...> 8:58 AM (0 minutes ago) ☆
to me ▾

At 8:58 am on , 7/14/2015 an account was created for you on the Sapphire Community Web Portal Online Registration site for the Northern York County School District.

The system requires confirmation of email address before account can be finalized.

Please visit:

Confirm Email

After you create your account, an email is sent which contains your validation code. You must enter that code here to verify your email address.

If you have not created an account yet, please [create an account](#) first. Please enter the information below.

Your Email Address:

Your Password:

Your Validation Code:

Next

7. Enter your email address, password that your created, and the validation code from the confirmation email. Then click “next”

8. Your account has been created

9. Click the “Registration login Screen” link

Create New Account

Your account is now active. You can login by clicking the link below.

[Registration Login Screen](#)

10. Use your email address and newly completed password to login

Registration Login

If you already have an account, please enter your information here.

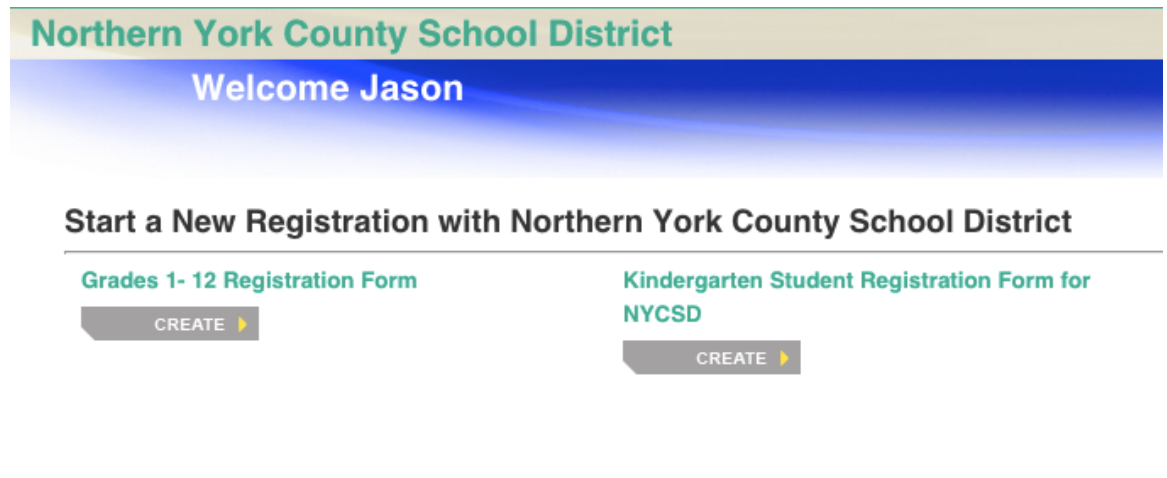
Email:

Password:

[Forgot Password?](#)

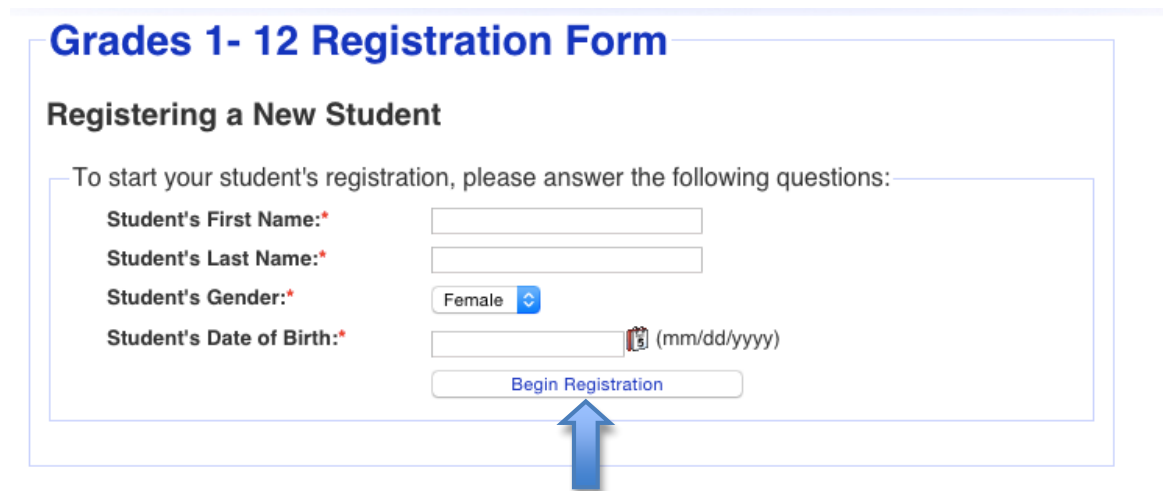
[Create a new account](#) [Confirm my Email Address](#)

11. Select the appropriate Registration form for your child. Please note that Kindergarten has a separate registration form. Select “Create” under the appropriate form



The image shows the top section of a web page for the Northern York County School District. It has a header with the district name in green and a blue gradient bar with the text "Welcome Jason". Below this is a section titled "Start a New Registration with Northern York County School District". Under this title, there are two options: "Grades 1- 12 Registration Form" and "Kindergarten Student Registration Form for NYCSD". Each option has a grey button with the word "CREATE" and a yellow arrow pointing right.

12. Follow directions on each page, being sure to enter all required fields.



The image shows the "Grades 1- 12 Registration Form" page. The title is in blue. Below it is the section "Registering a New Student". A text prompt says "To start your student's registration, please answer the following questions:". Below this are four fields: "Student's First Name:*" with a text input box, "Student's Last Name:*" with a text input box, "Student's Gender:*" with a dropdown menu showing "Female", and "Student's Date of Birth:*" with a date picker icon and the text "(mm/dd/yyyy)". At the bottom of these fields is a button labeled "Begin Registration". A large blue arrow points upwards towards the "Begin Registration" button.